

# Housekeeper

**Dept:** *Global*

**FLSA Status:** *Non-Exempt*

## General Definition of Work

Performs manual work in the care and cleaning of buildings, opening and securing buildings, performing minor building maintenance, and related work as apparent or assigned. Work is performed under the direction of immediate supervisor.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Sweeps, vacuums and mops assigned areas and rooms.
- Removes trash from rooms and buildings and puts in dumpster; removes and sorts recycling from rooms and buildings.
- Scrubs and cleans restrooms including mirrors, wash basins, commodes, etc.; fills tissue, towel and soap dispensers.
- Dusts furniture, walls, window sills and other woodwork; cleans and dusts window blinds.
- Cleans glass doors and partitions.
- Performs simple building maintenance work, such as changing light fixtures; makes minor adjustments to facility.
- Prepares supplies and equipment for department meetings, as needed.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

## Knowledge, Skills and Abilities

General knowledge of cleaning methods, materials and equipment; ability to understand and follow oral and written directions; ability to perform manual work; ability to read; ability to read and follow written directions; ability to maintain safety expectations for the position; ability to display thoroughness and cleanliness; ability to establish and maintain effective working relationships with associates.

## Education and Experience

Less than high school diploma or GED, or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work frequently walking and lifting and occasionally requires standing, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires operating machines and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. library, private offices).

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## Special Requirements

None.

## Competencies

**Business Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

**Communications:** Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

**Relationship Building:** Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

**Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

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Employee Name (Printed)

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Employee Signature

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Manager Name (Printed)

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Manager Signature

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Date